

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, March 19, 2025  
Regular Session 7:00PM (1900 hours)  
Held at ZOOM and Canby Fire Station #361

### ATTENDANCE

<input checked="" type="checkbox"/>	President Ron Swor	<input checked="" type="checkbox"/>	FC Matt Dale
<input checked="" type="checkbox"/>	Vice President Shawn Carroll	<input type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<input checked="" type="checkbox"/>	DC Wayne Austen
<input type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	CFO Lori Fawcett
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	AAIII Susan Arterberry

### **Also, in Attendance**

***In Person:*** Firefighters Josh Baretich, Brandon McFarland, Lt. Derrick Clark, Intern Will English, Jackson Starrett, Sean Fuller, Michael Hargitt, Lt. Austin Holmes, Chris Helbling and family, Nate Smith and family, Alan Schwabauer, Lt. Scott Hertzog and family. Fire Inspector Mark Johnston and family. CCOM personnel Tony Collins, Caprice Killinger, Shelby Mancuso, Richelle Biancone, Nathan Rose, and Jennifer Savage. MariaElena Cavillo, LPN and family. Law enforcement present were CPD officer Greg Larrison and colleagues, CCSO Deputy Ashley Walker, Lt Pierce and colleagues. Additional attendees: Dan Azevedo, Donna Azevedo and grandson, James Orfield, Debra Orfield, Regina Peck, Matt Ahrendt and daughter, Gabriel Fennimore, Don and Kim Axmaker, Pam and Tony Helbling, and Maxwell Sanderson.

***Via ZOOM:*** Director Steve Thoroughman

***Via ZOOM (without full names listed):***

### CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 7:01 PM, 1901 hours.

### CITIZEN INPUT: AGENDA ITEMS

None

### PRESENTATIONS

#### **Chain of Survival (FC Dale)**

Presentation of certificates and challenge coins were made to Canby Fire District personnel, CCOM personnel, Canby Police Department personnel, Clackamas County Sheriff Department personnel, and Marquis Care of Canby personnel. Four (4) cardiac arrest events resulting in the return of spontaneous circulation (ROSC) and were reviewed. The patients, families and those who rendered care were honored.

#### **Swearing in of new FF's, Officer and Fire Inspector (President Swor)**

FF/Paramedic Alan Schwabauer, FF/Paramedic Nathan Smith, FF/EMT Christopher Helbling, Fire Inspector Mark Johnston and Lt. Scott Hertzog were sworn into their respective positions by Board President Ron Swor.

## **CONSENT AGENDA**

### **Minutes AAIM Shaw**

- **February 26, 2025, Board meeting**

### **Bills CFO Fawcett**

**A motion to approve the consent agenda from the February 26, 2025, Board meeting was made by Vice President Shawn Carroll. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.**

## **FINANCIAL REPORT (CFO Fawcett)**

**February 2025 Financials: CFO Fawcett reported on the following:**

- **State Pool Interest dropped to 4.70%**
- **LGIP General Account shows a total of \$8,363,163.35**
- **LGIP Bond Account shows a total of \$10.35**
- **Current Deposits & Earnings shows a total of \$1,267,143.66**
- **Current Expenses show a total of (\$1,214,375.74)**
- **Total available to the District is \$8,813,729.91**
- **Current Year Taxes show \$53,416.29 received February for FY25**
- **Prior Year Taxes show \$3,011.22 received in February for FY25**
- **Radio Fund shows a total of \$6,646.34**
- **Ambulance Service has received \$115,159.60 in February, 86.83% of budget for FY25**
- **Fire Inspection has received \$1,384.06 in February, 255% of budget for FY25**

**Payroll:** CFO Fawcett reported the payroll costs for the month of February as follows:

- **February 15, 2025= \$291,078.98**
- **February 28, 2025= \$200,139.06**
  - **Monthly Life Insurance via A/P = \$1,037.87**
  - **Monthly Medical Insurance via A/P = \$73,696.00**
- **Total Payroll and Benefits Costs for February 2025: \$565,951.91**

The California conflagration billing has been sent to the State of Oregon for approximately \$252,000.00. The state will let us know when it is sent to CA as the billing is sent out as a group with all other Oregon fire districts. The earliest we would receive the funds will be December 2025, the latest would-be December 2026. The board would like the revenue shown in next year's budget.

The recent SAIF audit resulted in a refund to the district of \$21,000.00.

## **CHIEF'S REPORT (FC Dale)**

### **Correspondence (FC Dale)**

None

### **City Council Report (President Swor)**

The March 4, 2025, meeting had a light agenda, and it adjourned in just 50 minutes. Lawson Excavating gave a report on the 10<sup>th</sup> Street project. All council members reported on their respective liaison groups. URD was not discussed, it sounds like it will be discussed at the April 2, 2025, city council meeting. DC English will attend the April 16, 2025, meeting.

### **Volunteer Report (DC Austen)**

The annual respectful workplace training is taking place this month. Our new Training Officer Julio Quevedo has been running Thursday drills and doing a great job. We are going to be interviewing new volunteer and intern candidates on Friday this week. Ten volunteer and six intern positions are available.

### **Risk Reduction Report (DC English)**

Chief Dale gave the report in DC English's absence, and it includes:

- **Business licenses for March 2025:**
  - 14 for review and sign off
- **Construction project:**
  - OLCC Construction project currently called Meadowlark
  - Walnut Street Extension will include housing and commercial / Six lots per acre for the initial residential zoning, possible hotel
  - S Ivy Street upgrade from Pine Street to Locust for hydrants, curbs, sidewalks, will take comments from CFD for fire operations
  - S Ivy Street project is slated to be finished by October 1<sup>st</sup>, 2025
  - Knights Bridge reconstruction dates will be May through October 2025
  - Walking path for Fire and EMS response access and egress
  - 99E discussions for hydrant spacing for fire operations and tie in of underground
- **Arson at 360 S Sequoia:**
  - Currently under investigation with CFD, CPD, and OSFM, two suspects identified
- **Compliance Engine Review:**
  - Reviewing the current formatting for compliance engine
- **OSFM Elite Image Trend Review:**
  - Reviewing the OSFM inspection reporting forms for building inspections, food carts, etc.

### **Chief's Monthly Report (FC Dale)**

FC Dale reviewed highlights that include:

- Bridging Cultures monthly food bank
- 1<sup>st</sup> Quarter fall-prevention course delivered
- Eccles 'Are You Smarter than a 5<sup>th</sup> Grader'
- Rotary Daddy Daughter Dance
- Canby Adult Center lunch serving
- PIER Grant discussion with partners
- Chamber Open House
- DPSST Quarterly Training
- Probationary Training/ Evaluations
- EMS Case Reviews & Skills Checks
- 2025 Ambulance in-service
- In-person Harassment Training
- Rivers at Flood Stage late February
- 03/08/25 NGAS Leak Dryland Road

Upcoming for April:

- CFD Budget Meeting
- Rotary Ready Trailer Display at Aurora
- FC meet top taxpayers
- FC 1-on-1 with each employee
- Update Electronic Usage Policy
- Directors Challenge-Coin draft art

Secretary/Treasurer Austen mentioned she received letters of thanks for participating in the mock interviews at Canby High School. She will bring them in and register them as correspondence.

### **OLD BUSINESS**

#### **Fire Inspection Fees Program Update (DC English)**

FC Dale reports that the program is still on pause. With the new inspector, the program will be restarted, and a report can be expected at the May 2025 board meeting.

### **NEW BUSINESS**

#### **Public Meeting Law Training for Board Members and Administrators (FC Dale)**

Secretary/Treasurer Austen learned at a recently attended SDAO conference that we are required to complete a two and a half-hour training course once every four years. Choices to receive training are virtual or in person. Chief Dale wanted to know how the board wants to complete the training. Waiting until fall will work if in person training is selected. Secretary/Treasurer Austen and President Sworn prefer in person, as does Vice President Carroll. Director Thoroughman is agreeable to either option. A board meeting night would work for everyone. AIII Shaw will call SDAO and schedule for September or October 2025. Additionally, Chief Dale is working on updating the electronic usage policy, and a customer code of conduct. Both are suggestions made at the SDAO conference. AIII Arterberry is working on art for a challenge coin specifically for the Board of Directors, and we are looking into a system development charge for capital equipment.

#### **Surplus Vehicle (DC English)**

FC Dale reviewed the agenda item requesting surplus of the 2000 Ford F350.

**A motion was made by Vice President Shawn Carroll to authorize the surplus of the 2000 Ford F350 to be listed on GOV DEALS. Secretary/Treasurer Connie Austen seconded the motion.**

Director Thoroughman suggested we keep the vehicle for moving the heavy trailers, such as the Radio Group trailer. When the time comes to surplus the trailer, we can surplus the 2000 Ford F350 as well. If the 2000 Ford F350 is lightly used, the maintenance expenses can be kept to a minimum.

**After discussion, the unanimous vote was NAY and motion was not approved.**

### **CITIZEN INPUT: NON-AGENDA ITEMS**

Director Thoroughman talked with Clackamas County Commissioner Roberts regarding the increased cost of CCOM services. Costs are rising with a 12% increase for 2025. County allocated costs are being added to our CCOM user fees. Director Thoroughman is requesting the board's support to connect with other CCOM users and approach the county commissioners regarding this. Director Thoroughman will write a letter along with other CCOM users and attend a Clackamas County budget meeting. The board unanimously supports this idea.

President Swor requests the next board meeting on April 16, 2025, hold an executive session at 6:30 PM to discuss fire chief compensation.

### **GOOD OF THE ORDER**

Secretary/Treasurer Austen commended DC English for his leadership and expertise after she witnessed him in action at a recent natural gas leak call. She was very impressed with DC English's command.

CFO Fawcett presented the board with an updated calendar of community events.

AAIII Arterberry will work with Secretary/Treasurer Austen on the design of a Challenge Coin for the Canby Fire District Board of Directors.

### **ADJOURNMENT**

**A motion to adjourn from the regular Board of Directors meeting was made by Vice President Shawn Carroll. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved.**

The Regular Board of Directors meeting adjourned at 8:55 PM, 2055 hours.

### **NEXT MEETING:**

#### **EXECUTIVE SESSION**

*ORS 192.660(2)(a) Employment of an Officer, Employee, Staff Member or Agent*

**Date: April 16, 2025**

**Time: 1850 hours (6:30 pm)**

**Location: Station 361**

#### **REGULAR BOARD OF DIRECTORS MEETING**

**Date: April 16, 2025**

**Time: 1900 hours (7 pm)**

**Location: Station 361 and ZOOM**

**<https://us02web.zoom.us/j/86923965328>**

**Meeting ID: 869 2396 5328**

#### **BUDGET COMMITTEE MEETING**

**Date: April 16, 2025**

**Time: Immediately following the Regular Board Meeting**

**Location:** Station 361 and ZOOM  
<https://us02web.zoom.us/j/86923965328>  
**Meeting ID: 869 2396 5328**

APPROVED

---

Director Connie Austen  
Board Secretary/Treasurer